



**State of Vermont**  
**Vermont Department of Education**  
120 State Street  
Montpelier, VT 05620-2501

To: Superintendents  
Special Education Administrators  
Business Managers

From: Margaret C. Schelley  
Assistant Director for Special Ed. Finance & Medicaid

Date: April 26, 2010

Subject: State Special Education Funding - **Estimated FY-2010 Final Worksheets A & B Due Friday, May 14<sup>th</sup>, 2010**

Field Memo: 10-02

As the final Special Education Expenditure Reports are not submitted until August 1<sup>st</sup>, not all special education funds are advanced to districts in the fiscal year in which they are earned. Some school districts pay out considerable funds for State-Placed Student (3205) and Extraordinary (3203) reimbursement which may not be paid in the current fiscal year. To help eliminate cash flow issues for these funding categories, we will advance additional funds for State-Placed Student and Extraordinary reimbursement to the extent that funds are available to those school districts that apply and qualify for additional funding. School districts and supervisory unions may apply by submitting estimated final Worksheet A's and B's for FY-10. The submission of the estimated final Worksheet A's and B's is optional. **The deadline for submission is Friday, May 14<sup>th</sup>, 2010.**

**Please read the instructions on the following page** regarding the submission of the estimated final Worksheet A's (for State-Placed Student Reimbursement – revenue code 3205) and Worksheet B's (for Extraordinary Reimbursement – revenue code 3203). There are a number of common errors that can lead to payments being held or reduced. Please note - we only process payments based on the estimated final Worksheet A's and Worksheet B's submitted for this payment cycle. We do not process payments based on the estimated column contained on the Worksheet A's submitted for the reporting period ending February 28<sup>th</sup>.

Submission of the estimated final Worksheet A's and B's is optional. If one or more of your school districts will be eligible for either additional Extraordinary or State-Placed reimbursement for FY-2010, you should submit the estimated final worksheet if the school district would like to receive additional funds prior to June 30<sup>th</sup>. Any amounts not paid in June based on the estimated reports will not be made until September when payment is made based on the final Special Education Expenditure Reports for FY-2010.

**Estimated Final FY-10 Worksheet A's and B's**

The estimated Worksheet A's and B's are to be completed in the usual way with these exceptions:

1. Period ending at the top of the forms is shown as **"6/30/10 estimated."**
2. Costs reported should include actual costs paid so far for FY-10, plus any additional costs that the school district realistically expect to incur for IEP services through June 30, 2010.
3. The descriptions on Worksheet A's need to be one of the 22 categories listed in the instructions for Worksheet A. Please be sure to include all of the information requested for each category. Attached is a copy of the Worksheet A instructions for your convenience.
4. **For Worksheet A's, please use the letter-size form** – do not use the legal version of the form with the additional column for estimated cost. Please make sure that the dates of service are the dates that the service is expected to be provided for the individual student and the cost is for that period of time.
5. **Each form must be signed by the superintendent or his designee at the bottom.** We will not process payment unless we receive the estimated final Worksheet A's and B's with original signatures.

**PLEASE NOTE:** The Department is expecting that the March 2010 Medicaid claims will have been filed for students whose services are being claimed through March or later. Therefore, in order for State-Placed student costs to be reimbursed through June 30<sup>th</sup>, the appropriate Medicaid claims will need to have been paid through March.

The payment for the estimated final Worksheet A's and B's is expected to be made during the last week of June by wire transfer. You will receive the usual memorandum from me when those payments are calculated.

If you have any questions about this information, please feel free to call me at 828-5119 or Lisa Allard at 828-0769. The contact for questions about specific students listed on Worksheet A is Donna Trucksess at 828-5931.

Attachment